How to Add a Keyword/Client Matter # in eFileAZ

1. Create a submission in eFileAZ

2. On the *Case Information* tab, enter the Keyword or Reference Number in the 'Your Reference Number' field. Click the *Next* button when complete.

3. If a payment was made, the Keyword/Matter # will appear on the financial receipt sent via email to the filer.

4. The filer can access either filing or financial reports in eFileAZ that will contain the Client Matter # if entered.
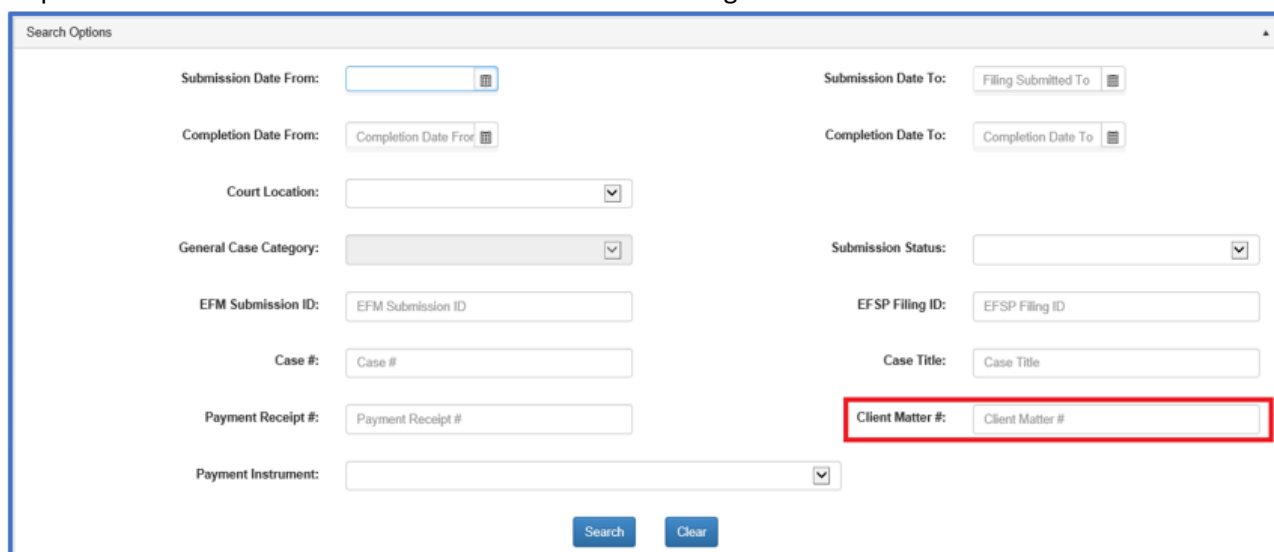
Step 1: Click on My Filings or My Payments from the Filing Options tab

Step 2: Enter the Client Matter number and desired date range then click 'Search'.

Step 3: The report that generates includes the Client Matter number and payment method information. This report can be exported to excel by clicking 'Save'

Submission Date	Capture Date	EFSP Filing ID	EFM Submission ID	Matter #	Case #	Case Title	Payment Transaction ID #	Filing Fee	Application Fee	eService Fee	3% Payment Processing Fee	Total Submission Amount	Submission Status	Court Name
02/17/2021 12:23:52 PM		166293	166551	Test	S8015CV201900020	Quality Loan Service Corp. PLAINTIFF vs Mohave County Treasurer DEFENDANT	83985838728807460	$0.00	$6.50	$0.00	$0.20	$6.70	Pending Filing	Mohave County Superior Court
							Totals	$0.00	$6.50	$0.00	$0.20	$6.70		